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Solicitations open to: Afghan Nationals Only
Position Title: Secretary
Type of vacancy: Multiple
Opening date: March 30, 2017
Closing date: April 12, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-07
Vacancy announcement #: USAID/306/17/26/OEG

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Secretary** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as Secretary for the USAID/Afghanistan Office of Economic Growth (OEG) and reports to the Office Director.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Secretarial Functions:

The incumbent provides a full range of secretarial support to the OEG Office Director, Deputy Director and OEG staff, as well as several key secretarial support activities to ensure smooth, effective and efficient operations within the OEG Office to include:

- Receives incoming telephone calls and visitors with courtesy. Screens incoming telephone calls to determine appropriate level of required response. Exercises independent judgment in responding to routine requests for assistance/information. On sensitive and/or substantive issues, obtains as much detail as possible and relays this information to the supervisor before transferring the calls.
- Plans, establishes priorities, organizes and carries out the secretarial and clerical functions such as arranging meetings, preparing necessary documents for the meetings, arranging all OEG staff meetings and records minutes, maintains and updates OEG leave plan and organization chart, maintains and updates OEG worldwide web and intranet sites, deals with USAID/Afghanistan contractors regarding receiving, reviewing, processing and submitting documents, customizes letters, and makes or scans copies of action documents within the OEG Office.
- Time and Attendance Function: Prepares, submits and maintains time and attendance (T&A) records/data for each pay period (for all categories of staff). Records hours worked (including overtime); holidays, administrative, sick and annual leave taken; and compensatory time earned. Ensures all required supporting documentation (leave requests, overtime and compensatory time authorization forms, etc.) is accurately prepared and included as part of the T&A packet for submission.
- Prepares requisitions for office supplies and equipment on a regular basis to ensure office supplies are readily available and equipment is fully operational. Prepares work orders as

needed to request repair and/or routine maintenance of equipment located in the OEG Office.

B. Communications and Records Functions:

The incumbent manages communications and records for OEG, to include:

- Creates and maintains official files for OEG in accordance with Agency-specific Records Management policies and performs daily filing of incoming/outgoing OEG-specific correspondence.
- Prepares new file folders at the end of fiscal year and prepares appropriate shelf listings to retire old files to storage or disposal, as appropriate.
- Prepares and maintains all files for OEG for the annual file plan and vital records submission.

C. Administrative Management Support Duties/Responsibilities:

- Types and formats a variety of communications in draft or final form such as letters, faxes, memoranda, non-technical reports, etc. in the English language (American English).
- Prior to submitting for approval, the incumbent proofreads all typed communications and correspondence to ensure correct formatting of documents, correct punctuation, capitalization, paragraphing, spelling, grammar, language, form and content in accordance with USG and/or Agency-specific requirements and practices.
- On own initiative drafts and prepares in final form a wide variety of official correspondence for the OEG supervisors' review and signature, to include but not limited to: 1) official letters; 2) USAID/Afghanistan-specific memos; 3) similar routine correspondence as requested.
- Specific actions required by the incumbent in direct support of travel coordination and arrangements for the OEG team, duties/responsibilities include but are not limited to: 1) prepares travel requests and obtains required approvals including the use of the automated travel management/arrangement system (E2) as appropriate; 2) arranges travel itinerary and ensures OEG staff receive tickets and travel documents in a timely manner; 3) assists OEG staff in the preparation of travel vouchers, claims for authorized allowances and reimbursements and other authorized expenses as occurred; 4) Makes all official travel arrangements for all categories of staff as necessary (i.e. Rest & Recuperation (R&R), Regional Rest Brean (RRB), Temporary Duty (TDY), Home Leave, Medical Evacuation, Training, etc.); 4) Receives and reviews approved "Travel Authorization" for accuracy.

Submits the electronic Country Clearance (e-CC) requests for OEG staff.

- The incumbent is also responsible for all arrangements for newcomers and TDY visitors such as office/cubicle set up, cell phone requests, computer access requests, etc.
- Coordinates with the Mission Executive Office to obtain the necessary documents and equipment for newcomers and TDY visitors as well as other necessary documents and equipment for OEG team.
- Cooperates with the OEG Budget team in granting the fund cite through OPS Master in coordination with OPPD Budget Specialists
- Prepares actions through the Global Acquisition and Assistance System (GLAAS) for new Personnel Service contracts and modifications for the OEG Office.
- Assists the Budget Team in a variety of sensitive procurement related duties, such as serving as the OEG requestor for (GLAAS), creating requisitions in GLAAS for OEG team, coordinating with the Mission's Office of Assistance and Acquisition (OAA), Office of Financial Management (OFM), and other administrative or technical offices, and with any other required procurement actions.

REQUIRED QUALIFICATION:

Education: Completion of high school.

(Education requirement must be met at the time of application for the subject position).

Experience: A minimum of three (3) years of progressively responsible experience in the field of secretarial/administrative management.

(Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto.

Job Knowledge: Must have a thorough knowledge of general clerical practices and procedures. Must be thoroughly versed in English grammar, spelling and punctuation.

Skills and Abilities: The ability to work effectively in a diverse team environment and adapt to the existing work environment is required. The incumbent must be able to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships within the Mission. The incumbent of this position is expected to have a high degree of computer literacy and is required to have: 1) the ability to follow oral instructions and to organize priorities and follow through on all assignments with minimal oversight; 2) accuracy in typing (40 words per minute); 3) strong proof reading skills; 4) a strong focus on "attention to detail"; 5) demonstrate proficiency in word-processing, spreadsheets, databases, and other computer programs (excel, power point, etc.) and typing various correspondence (i.e. memorandum, letters, reports, etc.) as well as standardized documents and forms is required.

The incumbent must be able to communicate effectively and accurately with: 1) all categories of USAID/Afghanistan Mission employees; 2) other appropriate Embassy and other USG offices and support staff when appropriate and/or necessary; and 3) the general public. The incumbent is required to be able to prepare concise documents as/when required, to include but not limited to: 1) minutes of any OEG meetings; 2) staff meetings; 3) OEG wide email communications; 4) translation of incoming correspondence or documents as/when required. Duties/responsibilities of the position required incumbent to prepare reports and correspondence in a professional and competent manner requiring little or no editorial changes.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Secretary (OEG 1726).**

ANY/ALL application submissions after the closing date of April 12, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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